

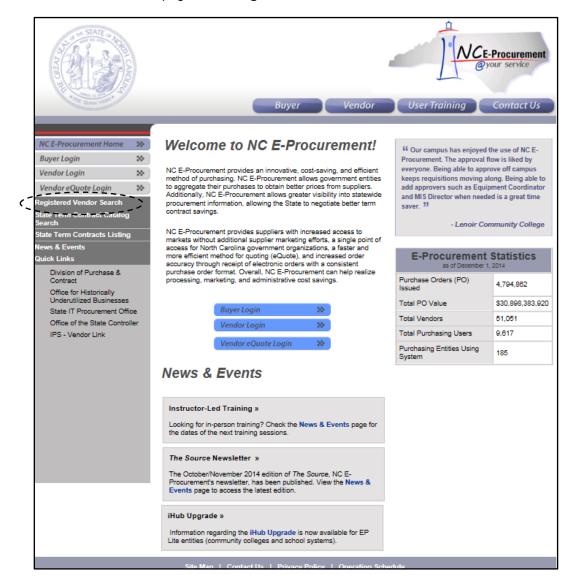
I. Introduction

This guide will provide detailed steps to verify registration status of vendors and distributors on the Statewide Vendor Registration site. Vendors with authorized distributors are responsible to verify that their distributors are registered. Once registration is complete, please allow 2 hours for the registered vendors/distributors to be visible in the Statewide Vendor Registration site.

Note: Per North Carolina State Term Contract requirements, only vendors and distributors registered with the Statewide Vendor Registration site are eligible to receive purchase orders. Both vendors and distributors are required to register within two (2) business days of notification of contract award.

II. Verify Registration Status

- 1. Navigate to: http://eprocurement.nc.gov/.
- 2. On the left side of the page, click 'Registered Vendor Search.'





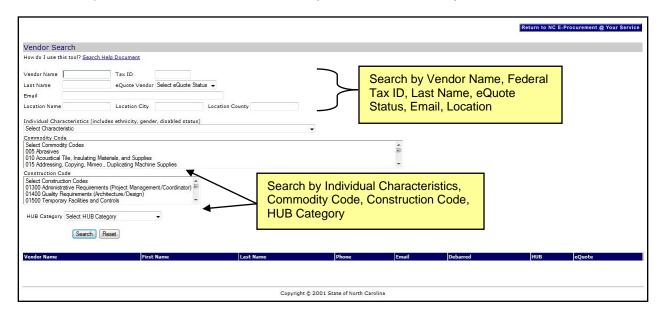
3. In the middle of the page, click 'Search for Registered Vendors' (this will direct you to the 'Vendor Search' tool).





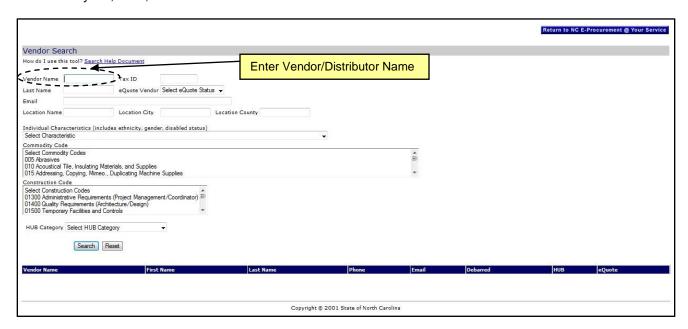
 Under the 'Vendor Search' section, the following search criteria may be used: Vendor Name, Federal Tax ID, Last Name, eQuote Status, Email, Location, Individual Characteristics, Commodity Code, Construction Code, and HUB Category.

Note: It is best to use the Federal Tax ID number to search for a vendor/distributor. The Federal Tax ID is unique to a vendor/distributor and can only be used once in the system.



To perform a search by Vendor/Distributor Name, locate the field labeled 'Vendor Name' and enter Vendor/Distributor Name in the field.

Note: When searching by Vendor Name, what is typed in the field will be searched for from the beginning of the word or phrase. For example, searching for "self" will return all entries containing a word that starts with "self," such as self-storage, self-help, Adam Self, etc. However, it will not bring back myself, itself, etc.

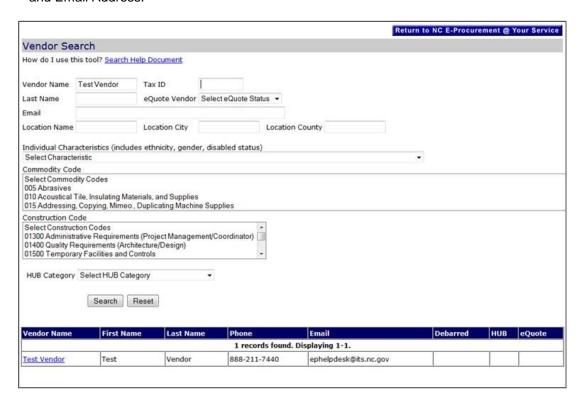




6. Click on the 'Search' button at the bottom of the screen to view the search results.

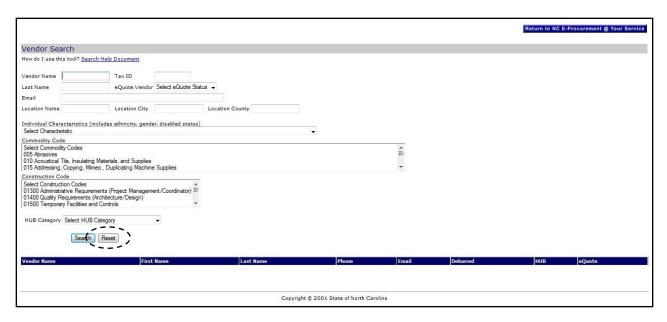


7. Locate the search results at the bottom of the search page. The results display a list containing each Vendor/Distributor's Name, and the Main Contact's First Name, Last Name, Phone Number, and Email Address.

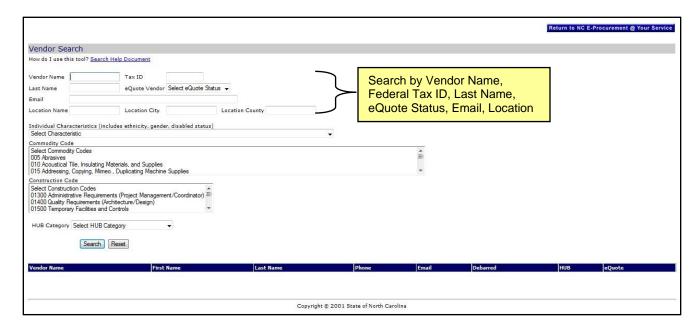




- 8. If the Vendor/Distributor Name does not appear under the search results table:
 - Click on the 'Reset' button located next to the 'Search' button at the bottom of the screen.



b. Search by other criteria in the 'Vendor Search' section (for example: Federal Tax ID, Last Name, eQuote Status, Email, and Location). If the Vendor/Distributor Name does not appear in any of the search results, they are not registered with the State of North Carolina.





- 9. If the Vendor/Distributor Name does appear under the search results table:
 - Under the 'Vendor Name' column, locate the Vendor/Distributor Name and select the vendor to view details.



b. Under the 'View Vendor Detail' section, locate the 'General Vendor Information', 'Contacts', and 'Locations' sections. Verify that the information listed is accurate. The registration is complete when the NC Terms of Use have been accepted.

